

Albany County and City of Laramie Community Partner Organization Funding Request Application FY2027

ALL APPLICATIONS ARE DUE ON OR BEFORE 5:00 P.M. ON WEDNESDAY, MARCH 11TH 2026 AND WILL ONLY BE CONSIDERED IF ALL PREVIOUS FINAL REPORTS HAVE BEEN COMPLETED.

The City of Laramie and Albany County provide funding to local community partner organizations through their annual budget making processes. Organizations receiving these funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Only non-profit/not-for-profit entities are eligible to apply for funding. For-profit entities are ineligible.

Historically, organizations requesting funding fall within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain, and develop recreational, cultural, and leisure activities within the community. These organizations may also sponsor educational and community events and celebrations designed to encourage a diverse cultural and active lifestyle while promoting a strong sense of community.

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that focus on basic human needs, access to programs and services designed to maintain human dignity and health, and the overall welfare of citizens.

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to A) work for the overall improvement, advancement, and economic health through civic involvement, economic development initiatives, and fostering community spirit; or B) provide services, programs and other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns, and interests.

This Community Partner Funding is available from funds collected via Albany County's 5th Penny Tax and historically has funded approximately \$250,000 in County requests and \$235,000 in City requests. In their sole discretion, the City and County each reserve the right to waive any informality in any application and/or reject any application.

Organizations can submit a request to both the City and County. If an organization is awarded funding, the organization is solely responsible for its costs including, but not limited to, operations, personnel, taxes,

maintenance, and insurance coverage against public liability and property damage.

Priority of requests is as follows:

- Requests that improve the community.
- Requests that are not more than 20% of organization's general operating budget and do not exceed \$20,000 each from City or County.
- Requests to either City or County that are less than 20% of organization's general operating budget but in excess of \$20,000 are considered on a case by case basis and may affect the priority of the organization's request.
- Demonstration of multiple revenue sources for organization.
- The number of people served by organization.
- Clear identification of those who benefit from the organization's work.
- Demonstration of the organization's partnership with other organizations in the community.
- Requests that do not duplicate efforts already existing in the community.

For-profit entities are not eligible to apply. Only non-profit/not-for-profit entities are eligible to apply for funding.

Presentation dates are as follows:

City-Only and Joint City/County Applicants:

March 24th, 2026 beginning at 5:30pm.

City Hall-Council Chambers, 406 Iverson Ave.

County-Only Applications:

April 7th, 2026 beginning at 9:30 am

County Courthouse, County Commissioners Room, Room 105.

*****Send presentation materials to Nancy Oakland-Potter noaklandpotter@cityoflaramie.org by 5:00 p.m. on Friday, March 13th*****

Schedule for Decision Making Process and Availability of Funds:

City: Laramie City Council intends to make its preliminary funding decisions in early to mid-April 2026 and final funding decisions will be announced upon adoption of the City's FY2026/2027 Budget in June 2026. The City's award payments to successful organizations will be made on or around August 1, 2026, pending receipt of the fully executed agreement.

County: The Albany County Commissioners make their final funding decisions upon the adoption of the County's FY2026/2027 Budget in June 2026. Agreements will be sent to successful organizations in July 2026. Pending the County's receipt of the fully executed Agreement, the County's award payments to successful organizations will only be made on a reimbursement basis.

All information on this form and all requested documentation must be complete and submitted before the application will be considered. Applications that are incomplete or are missing required materials may be rejected. If there are additional questions from City Council or the Albany County Commissioners after review of the applications Nancy Oakland-Potter or Bailey Quick will reach out to the organization for additional information.

Contact the following for assistance:

City of Laramie: Nancy Oakland-Potter, noaklandpotter@cityoflaramie.org, 307-721-5226

Albany County: Bailey Quick, grants@albanycountywy.gov, 307-721-1803

Email *

Director@LaramieSoupKitchen.org

The organization has read, understands, and agrees to the above guidelines? *

Yes

No

Applicant Information

Please provide the following information about your organization:

Organization Name: *

Laramie Soup Kitchen

Contact Name, Title: *

Ted Cramer, Executive Director

Mailing Address: *

104 S 4th St., Suite 101, Laramie, WY 82070

Contact Phone: *

307-460-1605 x1

Contact E-Mail: *

Director@LaramieSoupKitchen.org

Type of Organization: *

- Recreation/Arts and Culture
- Social Service
- Civic/Quasi-Governmental
- Non-Profit Agency (501(c)(3))
- Not-for-Profit Agency (501(c)(4) or 501(c)(7))
- Other: _____

Are you a first time applicant for Community Partner Funding? *

- Yes
- No

Requested Amount from the City of Laramie: *

Enter dollar amount only

20000

Requested Amount from Albany County: *

Enter dollar amount only

12000

Will this amount be used to leverage additional funds through grants or other means? *

- Yes
- No

If yes, indicate the dollar amount of additional funds that will be leveraged.

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Provide examples of grants the organization has received in the past 2 years. *

(Excluding prior City of Laramie and Albany County Community Partner Funds programs)

As a true community effort, 97% of 2025 revenue was private/non-governmental with 13% from grants and foundations, including several private family foundations, the Hilton-Garden Inn, Wyoming Hunger Initiative, Wyoming Community Foundation, Episcopal Diocese of Wyoming, and Walmart. The Soup Kitchen does not charge any fees for service. Note: Capital Campaign funding for a new facility is accounted for separate from the regular operating budget and a ledger can be prepared upon request.

List organization board of director(s), indicating officers. *

Davina Lockhart (President), Shaun Bullock (Vice President), Patti Russell (Treasurer), Kendall Gonzales (Board Advisor), Rev. Rick Veit (Member as Dean of Cathedral), Jen Browne (Member), Chip Cirillo (Member), Debbie Fisher (Member), Scott McFarland (Member), Doug Roehrkasse (Member), Amy Terrell (Member).

Description of request:

Provide a detailed explanation of how the requested funds would be utilized by the organization. *

Include any additional funding sources and amounts received by the organization. Maximum character count is 2,500, including spaces.

The requested Community Partner funding will help offset a portion of the operational and personnel expenses of the Laramie Soup Kitchen's Food Recovery Team (~\$66,000 + benefits). This team consists of two highly capable individuals who manage the complex logistics of recovery, sorting, and redistribution of all food donations. These team members must be personable and dependable to successfully create and maintain the critical partnerships formed with over 20 local retailers and restaurants, while also receiving items from many other donors. Funding also includes a mileage reimbursement (\$3,000/yr) for the team's 350 collective miles driven each month as they pick up an average of 780 pounds of food each day and share that resource with 20 to 30 nonprofit programs across the community.

Through the efforts of the Food Recovery Team, the Laramie Soup Kitchen spends nearly no general funds to purchase food. Even with the financial contributions specifically designated for food purchases, only \$1,300 was spent in 2025 – 2 to 4 cents per meal! In comparison, the value of food resources donated annually is conservatively estimated to be over \$800,000, but potentially over \$1 million, far exceeding the entire operating budget of the organization. Without this team, the Laramie Soup Kitchen could not afford to purchase the ingredients necessary to provide the 35,000 hot meals and 30,000 additional prepackaged meals that are now distributed each year.

Furthermore, by managing nearly 200,000 pounds of donated food annually, this team ensures that quality, perishable items, which make up 78% to 86% of all donations, are diverted from the landfill toward feeding the people who are most in need of nutritious food. However, not all donated food is in good condition, so the Soup Kitchen's zero food waste commitment ensures that vegetarian items not fit for human consumption are shared with local ranchers, converting it into a new food supply.

To promote a positive workplace culture and improve retention, the Laramie Soup Kitchen further invests in the wellbeing of its team by providing qualifying employees with additional benefits including group health insurance, SIMPLE IRAs, paid holidays & sick leave, and professional development opportunities. The focus of Community Partner funding will be for salaries, payroll taxes, and mileage reimbursement for the Food Recovery Team.

Describe the positive effects and benefits the requested funds would provide to the organization and the community, including goals the organization hopes to accomplish. *

Maximum character count is 2,500, including spaces.

The Laramie Soup Kitchen is the only agency in the region providing regular, hot, restaurant-quality meals with no questions asked and no paperwork required. This low-barrier approach ensures that the most vulnerable residents, including the working class, seniors, individuals with disabilities, and those struggling with mental illness, receive immediate support. These efforts improve both the financial stability and the physical health of those on limited incomes, as not having to pay for at least one nutritious meal a day significantly impacts a household's budget. Beyond nutrition and financial stability, the Soup Kitchen addresses emotional needs and loneliness, fostering a community where guests check in on one another and pick up meals for neighbors. Such a community of support can make all the difference!

The Food Recovery Team also creates a multiplier effect throughout the community by sharing 35,000 to 50,000 pounds of food with area nonprofits. Providing nutritious produce and proteins ensures healthy options that are often too expensive for low-income residents to purchase are available through multiple organizations.

Another item that is distributed through this network is genuine Bombas socks (the ones donated each time a person purchases a pair) and will give out 5,000+ more pairs this year through multiple agency partners!

As the Laramie Soup Kitchen works toward the goal of building a new facility that will serve as a collaborative hub for multiple nonprofits all providing services to the same vulnerable population, it will also remain focused on meeting immediate needs. The organization will strive to offer another 65,000 hot and prepackaged meals in 2026, while the Food Recovery Team continues to work towards a zero-food-waste community. Giving local retailers, restaurants, and caterers avenues to donate edible food provides the resource necessary to improve food security for the entire community.

Describe your organization’s partnerships with other organizations in the community and how your organization avoids duplication of efforts while carrying out impactful work in your service area. *

Maximum character count is 2,500, including spaces.

The Laramie Soup Kitchen operates as a central hub for food security, intentionally designed to complement rather than duplicate other area services. While local pantries provide ingredients for home cooking, the Laramie Soup Kitchen is the only provider of daily, ready-to-eat hot and prepackaged meals available without qualification. This fills a specific gap for those who are unhoused and individuals who may lack the utilities, time, or physical ability to cook. Additionally, the Soup Kitchen helps to stock the shelves of local pantries and supports other programs through a redistribution model rooted in a mindset of collaboration and abundance. When the Food Recovery Team secures a surplus, many of the freshest items are immediately delivered to the nonprofit program that will benefit the most, and never at any cost to that organization. This also extends the Soup Kitchen’s reach to thousands more than the 1,088 served annually through its primary meal program.

Is this a new or existing project, or ongoing operations? *

- New Project
- Existing Project
- Ongoing Operations

Is this a one-time request or an ongoing expense? *

- One-time request
- Ongoing expense

Number of individuals your organization serves annually. *

1088

Populations served: *

Check all boxes that apply

- Children Ages 0-5
- Children Ages 6-10
- Children Ages 11-18
- Adults Ages 18-25
- Adults Ages 26-40
- Adult Ages 41-64
- Adults Ages 65+
- K-12 School/School District
- Veterans
- Low to Moderate Income
- LGBTQIA+
- Persons with Disabilities
- College/University
- Tribal Organizations
- Other: _____

Additional information in support of this application?


Maximum character count is 1,000, including spaces.

At the Laramie Soup Kitchen, success isn't just about serving food. It's about welcoming every person, building community in a place of safety, and feeding all people who arrive hungry or in need of a friendly place. It's a place of dignity, where neighbors are reminded that they are valued and always welcome.

The 5th Penny Sales Tax is a community-funded investment, and the Soup Kitchen takes the stewardship of these funds seriously. By providing financial support for the Food Recovery Team, the City and County are effectively securing nearly 200,000 pounds of food for the hungry for a fraction of the retail cost. The Laramie Soup Kitchen is grateful to the Laramie City Council and Albany County Commissioners for their prior support and for considering this request to ensure no one goes without a nutritious meal.

Provide your organization's financial statements for the most recent fiscal year. *

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025FinancialStatment)


 LaramieSoupKitc...


 Add file

Provide an itemized budget for this request and include other revenue sources as applicable. *

Budget Template available in the link below.

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchenFY27Budget)

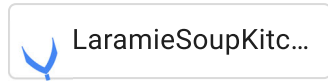
 LaramieSoupKitc...

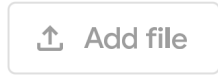
 Add file

Provide organization's most recent Form 990, 990-EZ, or 990-N, including all schedules. *

File must be saved as a .pdf labeled by the organization requesting funding (ex.

LaramieSoupKitchen2025_990-N)





FY2025 City Award Information

Please complete the following additional questions if you are applying for City funds. If you are only applying for County funds you may skip this section.

Amount of **City** funds awarded in FY2025?

15157

Has your organization spent all awarded FY2025 **City** Funds?

Yes

No

If organization has not spent all awarded FY2025 **City** funds, note the remaining amount and the date by which you intend to expend those funds.

.....

Assurance and Signature

Please review all previous questions to ensure their completeness and accuracy, and make sure all files have been attached.

We, as the Grantee Organization, understand that we are responsible for signing an Agreement * with Albany County and/or the City of Laramie if funds are awarded:

- Yes
- No

We, as the Grantee Organization, understand that a final report **must** be submitted to the * awarding agency as part of this funding:

- Yes
- No

We, as the Grantee Organization, understand that a representative must present to the City * Council and/or County Commission at the appointed date to be eligible for funding:

- Yes
- No

We, as a Grantee Organization, have submitted all previous required final reporting to each funding agency. *

Yes

No

We, as the Grantee Organization, understand that all funding awarded through **Albany County** will be on a reimbursement basis: *

Yes

No

We, as the Grantee Organization, understand that submission of this application is not a guarantee of funding: *

Yes

No

Digital Signature, Title: *

Ted Cramer, Executive Director

Date: *

MM DD YYYY

03 / 10 / 2026

Laramie Soup Kitchen

Balance Sheet

As of January 31, 2026

	TOTAL	
	AS OF JAN 31, 2026	% OF COLUMN
ASSETS		
Current Assets		
Bank Accounts		
11111 Operating Account # xxxx317	96,662.98	3.63 %
11121 Payroll Account # xxxx957	10.11	0.00 %
16666 Reserve Account_FIB # xx1606	0.00	0.00 %
16667 Large Equip. Reserve_FIB #x06	25,000.00	0.94 %
16669 Unrestricted Reserve_FIB#x06	32,808.18	1.23 %
Total 16666 Reserve Account_FIB # xx1606	57,808.18	2.17 %
17777 Reserve MM Account_EJ # xx0592	159,456.31	5.99 %
18800 Capital Projects (Restricted)	0.00	0.00 %
18805 Capital Projects_Savings_FIB # xx1751	58,333.03	2.19 %
18808 Capital Projects_Checking_FIB # xx3682	100.00	0.00 %
18815 Capital Projects_Investments	466,212.25	17.51 %
Total 18800 Capital Projects (Restricted)	524,645.28	19.71 %
Total Bank Accounts	\$838,582.86	31.50 %
Other Current Assets		
12000 Undeposited Funds	1,537.49	0.06 %
Total Other Current Assets	\$1,537.49	0.06 %
Total Current Assets	\$840,120.35	31.56 %
Fixed Assets		
15000 Furniture and Equipment	54,881.78	2.06 %
15002 A/D Furniture and Equipment	-54,032.23	-2.03 %
15003 Improvements	45,203.89	1.70 %
15004 A/D Improvements	-45,203.89	-1.70 %
15009 Land	1,218,318.32	45.77 %
Total Fixed Assets	\$1,219,167.87	45.80 %
Other Assets		
18700 Long-Term Investment_EJ # xx5333	562,709.41	21.14 %
18888 WYCF Endowment (principal inaccessible)	39,886.64	1.50 %
18900 EJ - Simple IRA (Sweep Acct.)_# xx5101	0.09	0.00 %
Total Other Assets	\$602,596.14	22.64 %
TOTAL ASSETS	\$2,661,884.36	100.00 %
LIABILITIES AND EQUITY	\$2,661,884.36	100.00 %

Fiscal Year 2025-2026 Budget

<i>Revenue</i>	FY 2025-2026 (Current Budget)	FY 2025-2026 (Secured as of 01/31/2026)
City of Laramie, Community Partner	15,157	15,157
Albany County, Community Partner	3,800	Receipts to be Submitted
United Way	20,439	15,329
Donors	* 147,200	* 204,192
Fundraising Events	120,000	7,488
Outreach & Events by Others	10,000	19,253
WyoGives	16,000	19,166
Private Family Foundations	15,000	49,975
WY Community Foundation	10,000	10,000
Government Grants (Federal)	0	0
Other Grants: WHI, Walmart, etc.	13,750	12,320
Interest & Credit Cash Back	2,500	2,547
Gifts In-Kind (non-cash)	12,200	4,914
Total Revenue:	\$ 386,046	\$ 360,341

<i>Expenses</i>	FY 2025-2026 (Current Budget)	FY 2025-2026 (Expended as of 01/31/2026)
Salary: Director	85,000	49,038
Food Recovery Team	55,302	26,280
Others	125,974	58,720
Payroll Taxes & Fees: Others	19,123	9,484
Food Recovery Team	4,977	2,242
Benefits: Other	27,849	13,892
Mileage Reimbursement	2,580	1,641
Rent	14,640	8,540
Utilities	9,600	5,600
Client Service (Food)	2,600	592
Client Aid	0	0
Facilities & Equipment	12,500	5,503
Business Expenses	9,234	2,289
Operating Expenses	7,216	4,023
To-Go Meal Supplies	6,000	3,056
Contract Services (including In-Kind)	16,592	7,971
Marketing & Outreach	6,510	917
Education/Membership/Travel	4,175	478
Event Expenses	40,600	6,266
Other Expenses	1,300	163
Total Expenses:	\$ 451,772	*** \$ 206,695
Net Income (Loss):	** (\$ 65,726)	\$ 153,646

*The Laramie Soup Kitchen received a generous \$60,000 estate gift in mid-December.

**A deficit is budgeted to allow for continued growth in operations by leveraging reserves.

***Just over halfway through the FY with several large Q4 expenditures anticipated i.e. event expenses.

Note: The FY 2026-2027 Community Partner request is 7.1% of the current operating budget.